

# WELCOME



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# Nationally and Internationally Recognized



# DoD Accreditation Program

- Nearly 4 Years Since Start of Program
- 28 Laboratories Accredited by L-A-B
  - 30 Locations
- QSM Version 4.2

## 4.6 Purchasing Services and Supplies

- Often Overlooked
- A Good Purchasing Program Can:
  - Save Money 😊
  - Save Time 😊
  - Improve Quality 😊
  - Save Headaches 😊

# Purchasing Program Highlights

- 4.6.1 - Defining Laboratory Needs
- 4.6.4 - Identify and Evaluate Suppliers
- 4.6.3 - Clearly Define Requirements
- 4.6.2 - Ensure Quality
- GB 11 – Maintain Records

# Understand Laboratory Needs

- Laboratory Customer / Method Requirements
  - Specs / Ranges?
  - Concentrations?
  - Grade / Class?
  - Uncertainty?
- Accreditation Body Requirements
  - Traceability
  - Accreditation
- Internal Laboratory Requirements

## 4.6.1 - Define Laboratory Needs

- “Policy and Procedure(s) for the selection and purchasing of”
  - Services
  - Supplies
  - Reagents and Consumables
- “That affect the quality of Environmental Tests ”



## 4.6.4 - Evaluation of Suppliers

- “Evaluate suppliers of critical consumables, supplies and services which affect the quality of environmental testing”
- “Maintain records of these evaluations and list those approved”

## 4.6.4 - Evaluation of Suppliers

- Identify Suppliers Capable of Meeting Your Needs
  - Specs
  - Ranges
  - Concentrations
  - Accreditations
  - Scopes / Certs

## 4.6.4 - Evaluation of Suppliers

- Are They Competent?
  - Who is Responsible for Supplier Competence?
  - Who Decides Supplier Competency?
  - Should They be Accredited / Certified?

## 4.6.4 - Evaluation of Suppliers

- How is Competency Established?
  - Do They Operate Under a Quality System?
  - Are They Accredited? (ISO 17025, 17034, 17043)
  - Are They Certified?(ISO 9000)
  - Onsite Audit or Review of Supplier Quality Docs?
  - Your History with the Supplier
- Understand Your Risk Tolerance

## 4.6.3 - Clearly Define Requirements

“Purchasing documents for items affecting the quality of laboratory output shall contain data describing the services and supplies ordered. “

“These purchasing documents shall be reviewed and approved for technical content prior to release. “

## 4.6.3 - Clearly Define Requirements

- Clear Understanding of Your Requirements
- Purchasing Docs Must Clearly Define Lab Requirements
- Don't Leave Opportunity for Interpretation
- Process in Place for Technical Review of P.O.'s

## 4.6.2 – Ensure Quality

“Ensure that purchased supplies and reagents and consumable materials that affect the quality of environmental tests are not used until they have been inspected or otherwise verified as complying with standard specifications or requirements defined in the methods for the environmental tests concerned. “

“These services and supplies used shall comply with specified requirements. “

## 4.6.2 – Ensure Quality

- Review of Received Supplier Documentation
  - Product / Material Specifications
    - Class, Type, Grade, Concentration
  - Certificate of Analysis
  - Calibration Certificate
  - Accreditations
  - Traceability



## 4.6.2 – Ensure Quality

- Verification of Purchased Supplies
  - Quality Control Checks
    - Method Blanks
    - Inspection Prior to Use

## 4.6.2 – Ensure Quality

- “Records of actions taken to check compliance shall be maintained. “

## GB 11 – Ensure Quality

- “Records for services and supplies that may affect the quality of environmental tests must include the following, where applicable: “

## 4.6.2 / GB 11 – Ensure Quality

- Maintain Detailed Records
  - Review of Documentation
  - Dates
  - Lot Numbers
  - QC Checks
  - Approvals

## 4.6 Purchasing Services and Supplies 😊

- Now Everybody's Favorite
- A Good Purchasing Program Will:
  - Save Money 😊
  - Save Time 😊
  - Improve Quality 😊
  - Save Headaches 😊

# Thank You

Remember Accreditation is a Purchased Service

# Questions?